

CHAPTER 143 CONTINUING EDUCATION

[Prior to 8/24/88, see Nursing Home Administrators Board of Examiners [600], Ch 3]

[Prior to 9/13/95, see 645—Chapter 142]

645—143.1(272C) Definitions.

“*Audit*” means the selection of licensees for verification of satisfactory completion of continuing education requirements during a specified time period or the selection of providers for verification of adherence to continuing education provider requirements during a specified time period.

“*Continuing education*” means planned, organized learning activities acquired following initial licensure and designed to maintain, improve, or expand administrators’ knowledge and skills or to develop new knowledge and skills relevant to administration for the enhancement of practice, education, or theory development to the end of improving the safety and welfare of the public.

“*Formal offering*” means an extension course, independent study, or other course which is offered for academic credit by an accredited institution of higher education.

“*National Continuing Education Review Service (NCERS)*” means the continuing education review service operated by the National Association of Boards of Examiners for Nursing Home Administrators, #200, 808 17th Street NW, Washington, DC 20006.

645—143.2(272C) Continuing education requirements.

143.2(1) Beginning October 1, 1995, each person licensed to practice nursing home administration in this state shall complete a minimum of 40 hours of continuing education approved by the board. Compliance with the requirement of the continuing education is a prerequisite for license renewal in each subsequent license renewal year.

143.2(2) The continuing education compliance period shall extend from October 1 of one odd-numbered year of a biennium to September 30 of the next odd-numbered year of the biennium during which period attendance at approved continuing education programs may be used as evidence of fulfilling continuing education requirements for the subsequent license renewal period beginning January 1.

143.2(3) To renew a nursing home administrator’s license for the next renewal period the licensee shall submit a completed report form which documents the completion of continuing education requirements or exceptions to the requirements, as outlined in 143.5(272C); incomplete forms and forms which reflect insufficient approved continuing education hours to qualify for license renewal shall be returned to the licensee along with any fees submitted for license renewal.

The board will periodically audit continuing education report forms of licensees for accuracy and attendance verification. This will be done on a random basis of no less than 10 percent of total licensees each renewal period. Additionally, auditing may be done as part of any disciplinary action and on all renewal applications not filed prior to the expiration date of a license.

143.2(4) If a licensee is initially licensed during the first 12 months of the continuing education period, the licensee shall complete at least 20 hours of continuing education for the first renewal. If a licensee is initially licensed during the second year of the continuing education period, the licensee is not required to complete continuing education for the first renewal.

143.2(5) Continuing education hours shall be completed in the compliance period for which the license is issued. Continuing education credits from a previous license period shall not be used, nor shall credits be accumulated for use in a future licensing period. Credit will not be accepted for a duplication of offering within a license period. New licensees may obtain hours beginning with the first day of the month following the licensure examination.

143.2(6) Units of measurement used for continuing education courses shall be as follows:

1 contact hour = 60 minutes of instruction.

1 contact hour = 180 minutes of work on self-study.

1 academic semester hour = 15 contact hours of instruction.

1 academic quarter hour = 12 contact hours of instruction.

143.2(7) The licensee shall retain a transcript of certificate of attendance to verify completion of each continuing education activity for a minimum of four years; notarized copies or original documents shall be provided to the board upon request.

143.2(8) It is the responsibility of licensees to finance their costs of continuing education.

645—143.3(272C) Standards for approval. A continuing education activity shall be qualified for approval if the board determines that:

143.3(1) It constitutes an organized program of learning (including a workshop or symposium) which contributes directly to the professional competency of the licensee; and

143.3(2) It pertains to subject matters which integrally relate to the domains of practice of nursing home administration, as identified in 645—subrule 141.6(1).

143.3(3) It is conducted by individuals who have a special education, training and experience by reason of which individuals should be considered experts concerning the subject matter of the program.

143.3(4) Except as may be allowed pursuant to rule 143.5(272C), no licensee shall receive credit exceeding 20 percent of the annual total required hours for self-study, including television viewing, video or sound-recorded programs, correspondence work, or research, or by other similar means which is not directly sponsored by and supervised by an accredited postsecondary college or university or an approved provider.

645—143.4(272C) Approval of programs and activities. Continuing education units are the number of actual contact hours of instruction; no credit is given for registration, introduction, intermission or evaluation periods.

143.4(1) Prior approval of activities. Offerings and providers approved by the National Continuing Education Review Service (NCERS) are deemed approved by the board. Organizations which desire prior approval of a course, program or other continuing education activity from NCERS may apply for approval to the National Continuing Education Review Service (NCERS), 808 17th St. NW, #200, Washington, DC 20006.

Individual program approval will not be granted except as provided in 143.4(3).

Providers of continuing education may apply to be an Iowa approved provider for continuing education by contacting the Iowa board of examiners for nursing home administrators. Providerships may be approved by the board for a period of four years from the approval date.

a. Applicants for an approved providership must show evidence of capability to adhere to criteria indicative of quality continuing education activities for nursing home administrators.

(1) Program content must integrally relate to the domains of practice of nursing home administration, as identified in 645—subrule 141.6(1).

(2) Programs must be available to all nursing home administrators.

(3) Must show evidence of the following:

1. Definition of the administrative authority. The definition shall include: the name of the administrative authority if it is one person; the names of each member of the administrative authority, and a narrative description of their relationship (e.g., partnership, corporation, board of directors) and roles, if applicable.

2. Biographical information about each member of the administrative authority. This information shall support that the authority is knowledgeable in administration and has the capability to organize, execute, and evaluate the overall operations of the providership.

3. Position description of the administrative authority. The description shall explain the authority's role in planning, decision making and formulation of policies affecting the continuing education offerings.

4. Table of organization. The table shall delineate the administrative authority for the providership; define the line relationships within the providership as well as within the parent organization, if applicable; illustrate cooperative or advisory relationships, if applicable.

5. Goals, philosophy, and objectives. These shall indicate the overall direction of the providership for a five-year period.

6. Program offerings. The program offerings shall reflect the goals and philosophy.

7. Evidence of nursing home administrator participation. Nursing home administrator participation shall be documented in a written statement of policy, denotation on the table of organization, and planning minutes.

8. Plan on subject matter. The plan shall indicate the mechanism of assessing the learning needs of the population to be served and describe how the provider shall meet the criteria related to appropriate subject matter in its offerings as specified in 645—subrule 141.6(1).

9. Plan for a record system and maintenance. The plan shall include the following: a policy regarding the content of participant record; a policy regarding the content of provider records including a roster of participants, and information regarding the offering and faculty; a policy regarding the length and method of record storage for a minimum of three years; a policy regarding retrieval of records; a policy to provide these records to the board of examiners for nursing home administrators upon request; a sample of the certificate to be used.

10. Plan for verification of completion. The plan shall include a system for verification of satisfactory completion of the offering by each participant; a method of informing the participant of the consequences of not completing an offering in its entirety; a policy regarding granting of partial credit for less than full attendance due to emergency conditions; a method of informing the participant of the control methods to be employed to ensure completion of the offering.

11. Registration procedures.

12. Tuition and refund policy.

13. Plan for dealing with enrollee grievances.

14. Plans for evaluation. The plan shall include a design for participant evaluation which includes assessment of the instruction, resources and facilities; a method of notifying the participants that the evaluation may be submitted directly to the board; a design for provider evaluation which includes techniques that assess the effectiveness of each offering and the overall providership.

15. Plan for faculty selection. The plan shall describe the mechanism of selecting faculty who are current, knowledgeable, and skillful in the subject matter of the offering. Policy regarding time units of measurement shall be one contact hour equals 60 minutes of instruction.

16. Documents from two typical sample course offerings. Documents for each of these two offerings shall include: a narrative of the planning of the offering including evidence of administrator participation; a sample brochure or advertising, including time schedule; content of course, i.e., topical outline; teaching-learning methodologies and supportive materials; bibliography; a sample evaluation form for participant completion; a sample evaluation form for provider completion.

17. Plan for cosponsorship of offerings if applicable. The plan shall include: a policy on cosponsorship which addresses the mechanism for compliance with criteria and delineation of responsibilities of all parties; a sample contract or letter of agreement.

b. Completed applications will be submitted to the board for approval. The fee for a providership must accompany the application, as specified in rule 645—141.11(155). The Iowa board will issue to approved providers a provider number which must appear on all certificates of attendance.

c. Providers wishing reapproval at the end of their original or previous approved providership must follow the same application procedures, except only changes from the previously supplied written evidence need accompany the application. A providership may be voluntarily returned by the provider at any time, but the provider must keep records for a minimum of three years thereafter.

d. Audit of approved providers. The board may monitor approved providers for adherence to the criteria established. The board may order an audit of an approved provider or may initiate an audit as a

result of a written complaint. The board may revoke the approved providership for willful or repeated failure to meet one or more of the criteria specified in 143.4(1)“a.”

e. A notice of revocation will be issued to the provider. The provider will have 30 days to request a hearing for reconsideration of revocation. If a request for hearing is not received within 30 days, the revocation shall become effective immediately and shall be considered final. A provider whose approved status has been revoked shall no longer advertise as an approved provider.

143.4(2) Formal offerings. Formal offerings for academic credit which meet the qualifications of appropriate subject matter as specified in 645—subrule 141.6(1) or which are required as a part of a formal long-term care administration program which extends beyond the education completed for the original license shall be approved for continuing education credit. Questions about whether particular formal offerings will be approved may be directed to the continuing education committee of the board. The licensee shall retain a transcript exhibiting a passing grade for each formal offering.

143.4(3) Postapproval of activities. A licensee seeking credit for attendance and participation in an educational activity which was not otherwise approved shall submit to the board, within 60 days after completion of the activity, a request for credit which includes:

- a.* Licensee’s name, address, and license number;
- b.* Description of course topic and outline;
- c.* Date(s) and place of offering;
- d.* Time schedule including commencement, breaks, and adjournment;
- e.* Name, title and résumé of the instructor;
- f.* Number of credit hours requested;
- g.* Proof of attendance and completion.

Within 60 days after review of such application the board shall advise the licensee in writing by ordinary mail whether the activity is approved and the number of credit hours allowed. A licensee not complying with the requirements of this subrule may be denied credit for such activity.

143.4(4) Review of programs. The board may monitor or review any approved continuing education program and may, upon evidence of significant variation in the program presented from the program approved, disapprove all or any part of the hours granted.

645—143.5(272C) Exceptions to continuing education requirements. The board may, in individual cases, grant exceptions to the minimum continuing education requirements or grant extensions of time within which to fulfill the same or make the required reports.

143.5(1) A licensee shall be deemed to have complied with the continuing education requirements during periods that the person:

- a.* Serves honorably on active duty in the military service as specified in Iowa Code section 272C.4.
- b.* Is a resident of another state or district having a continuing education requirement for the profession and meets all requirements of that state for practice therein.
- c.* Is a government employee working as a nursing home administrator and assigned to duty outside of the United States.

143.5(2) Waivers of the minimum continuing education requirements or time frames for earning or filing reports may be granted by the board for any period of time not to exceed one calendar year in individual cases involving disability or illness.

a. Written application for waiver or extension of time shall be made on forms provided by the board, signed by the licensee and an appropriate health care professional licensed by the board of medical examiners.

b. In the event that the disability or illness upon which a waiver has been granted continues beyond the period of the waiver, the licensee must reapply for an extension of the waiver.

c. The board may, as a condition of any waiver granted, require the applicant to make up a certain portion or all of the minimum educational requirements waived by such methods as may be prescribed by the board.

These rules are intended to implement Iowa Code chapter 272C.

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